

HUMAN RESOURCES HANDBOOK FOR PROGRAM ASSISTANTS

May 2016

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Staff Contact Information/Areas of Expertise

Human Resources Office 151 TASF 294-2680

[Lynnette Witt](#) - Interim Director 294-5740

[Classification and Hiring](#)

HR Policies and interpretation
DOE Reporting
Performance Management

Talent Acquisition and Management
Visa Administration
Diversity and Inclusion – EEO Reporting
Labor Relations

[Mallory Schon](#) - Interim Asst. Director 294-8062

Labor Relations – Contract
Performance Management
FMLA Administration and Onboarding
[Classification and Hiring](#)
Talent Acquisition and Management

Succession Planning
Mentoring Program
Employee Relations
Professional Development

[Katie Clark](#) - Program Coordinator 294-8753

Compensation and Benefits
DOE Reporting
Talent Acquisition and Management
[Classification and Hiring](#)

Diversity and Inclusion
Employment and Payroll
-Graduate Assistantships
-Student Associates

[Rhonda DeShong](#) - Program Coordinator 294-0931

Records Management
EEOICPA Claim documentation
Electronic Content Management

Departmental Retention
Data Inquiries, reports and statistics
eAppraisal Technical Assistance and set up

[Rhonda Hill](#) - Clerk 294-2681

Employment and Payroll
-Faculty
-[P&S Staff](#)
-[Merit Staff](#)
-[Postdocs](#)
-Casual Hourly
-Staff Associates
Visa applications and extensions

[Carol Cowan](#) - Secretary 294-2680

Receptionist
Check in/Check Out
EASE Coordinator
Visa Verification for Visitors

Personnel Requisitions

Before an individual may begin work at the Ames Laboratory, a Personnel Requisition must be completed at the program level, routed and signed by all approving parties. Additional documents may be required to process the requisition (i.e.: AL-473 Foreign Visits and Assignments form, tuition memos, etc.) and are discussed in further detail in their respective sections. The Personnel Requisition forms are located on the Ames Laboratory website at: <https://www.ameslab.gov/operations/forms-and-documents>. There are 3 different forms used in the HR process. The forms and their uses are as follows:

- The [Personnel Requisition Original Appointment](#) is used for new hires to Ames Laboratory or ISU, and if an individual has a break in paid appointment at Ames Laboratory or ISU. This form is used for all pay bases except for XH (hourly) employees.
- The [Personnel Requisition XH Original Appointment](#) requisition is used for hourly employees.
- The [Personnel Requisition Reappointment/Change Form](#) is used for two different types of actions and has a drop down menu to choose Change Request or Reappointment Request. Reappointment Request is chosen to “extend” a current appointment (i.e.: one appointment ends and another is to begin). Change Request is chosen to make a change to the current appointment. Most commonly, it is used to change a funding source or the percentage of effort on projects/fund accounts. The worksheet portion of the form accommodates either dollars or percentages, whichever is most desirable when entering the data.

The requisition forms are spreadsheets designed by the Accounting Office to satisfy the data entry information needs for the Deltek and EP databases. The spreadsheets incorporate various tabs of information to perform the calculations which end up on the Summary sheet or “final” requisition document, which is printed and routed for signature approval.

Appointment information is entered on the new assignment calculation tab then transferred to the summary tab in the normal requisition format. The first selection on the new assignment calculation tab determines whether the data entered is to calculate salary dollars or percentage of effort. The easiest choice is to enter “D” and have the system calculate the dollar amounts on the project(s) based on the percentage of effort entered. Most of the fields at the top are self explanatory and routine. Below is a list of “helpful hints” and reminders for completing requisitions.

- ❖ Forms must include the employee's University ID number and Ames Laboratory Employee number (new employees will be assigned these numbers at check in, so these fields may be blank on the initial hire form).
- ❖ Forms must list #1 *Assigned work time: Fractional Percentage*; even if there is no change. The "From: To:" fields are used in the calculations.
- ❖ The *Full Time Annual* salary should be the 12 months at 100%.
 - ❖ Example 1: B-base employees list monthly salary multiplied by 12.
 - ❖ Example 2: C-base students list monthly salary multiplied by 24 (for ½ time appointments).
- ❖ The % of *Base* corresponds to the fraction of time worked (FTW).
- ❖ The assignment data must reflect the full month for which a reappointment or change takes place.
 - ❖ Example: C-base student being reappointed for 5/16/XX to 8/15/XX must have the 5/1/XX through 5/15/XX information reflected on the top half of the form.
 - ❖ An appointment can end in the middle of the month on a requisition or a reappointment. A "new" appointment can begin on any date during the month since there is no previous pay.
- ❖ All assignments must include the level 4 Cost Point project number (XXXXXX.XXX.XXX.XXXX).
- ❖ Deltek Org field must contain the program org code for the project. (i.e.: 1.10.780)
- ❖ All Ames Laboratory Royalty funding must be listed on 2 lines: Funding Line #1 = 290-25-09-XX-XXXX; funding Line #2 = R66100.XXX.XXX.XXXX.
- ❖ *EP Distribution* should always total 100%
- ❖ Form should not show any field with #NAME? If this displays, you will need to check to see that the Add-In Analysis Tool Pak is installed on your version of Excel.

The pages that follow contain sample Requisitions New Assignment Calculation screenshots for your reference:

- ❖ Personnel Requisition – Summer Appointment for B-Base Faculty member.
- ❖ Reappointment Requisition – Summer Appointment for C-base student.
- ❖ Change Request – Change of Funding and Salary Increase on D-base Postdoc.
- ❖ Personnel Requisition – Hourly (XH) student new appointment.

Personnel Requisition: New Salary Calculation page for Summer Appointment for B-base Faculty member.

salary calculation 22_ORIGINAL APPOINTMENT.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Normal Page Break Preview Custom Views Full Screen Workbook Views

Ruler Formula Bar Gridlines Headings Message Bar Show/Hide

Zoom 100% Zoom to Selection

New Window Split Arrange All Hide Freeze Panes Unhide Window

Save Workspace Switch Windows

Macros

F15 5/16/2010

"YELLOW CELL SHADING" INDICATES A DATA ENTRY FIELD ON THE CALCULATION SHEET AND THE SUMMARY SHEET

YR MO-Salary Per Month YR-Salary Per Year

FY FY2010 \$103,540.00 Salary Per Year @ 100% B Pay Base Code A B D E K P M (If B-base - 9 or 12 month option, otherwise null)

REMEMBER TO USE P11 THROUGH P20 FOR ACTIONS AFFECTING EMPLOYMENT BEFORE 7/1/10 AND P30 TO P41 FOR ACTIONS AFTER 7/1/10 AFTER 7/1/10

\$103,540.00 Salary Per Year @ New Fractional Rate

Appointment Period 5/16/2010 to 6/15/2010 Enter "12/31/2018" for Continuous Appointment or enter the Date Appt. ends

Assigned Work Time - Fractional Percent 1

Appointment Start/End Effective Dates- 1st Month only: 5/16/2010 to 6/15/2010

1st/Last date of 1st Month of Appointment Change 5/1/2010 to 5/31/2010 100.00% 22 21

To Calculate Dollars Enter Percentage in Column H Below

\$9,039.21 Salary for Effective Period

FTE % of Month Worked 104.7619%

\$8,628.33 Monthly Salary

\$8,628.33 Monthly Salary at 100%


Deltek Project or or ISU Fund Acct #	Deltek Org	Annual Calculated	1st Month Calculated	Monthly Calculated		
120999.000.000.0000	110.780	\$103,540.00	\$9,039.21	\$8,628.33	100.0000%	100.0000%
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
				\$0.00	0.0000%	
		\$103,540.00	\$9,039.21	\$8,628.33	100.0000%	100.0000%

Summary New Assignment Calculation YearlyCalendar Guidance notes MORE FORMULA

Ready 75%

Personnel Requisition: New Salary Calculation page for Summer Appointment for B-base Faculty member. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas.

salary calculation 22_ ORIGINAL APPOINTMENT.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

		PERSONNEL REQUISITION (Use for initial hiring of permanent and temporary employees-- ALL BASES EXCEPT XH)		Requisition Prepared By: <input type="text"/>			
				Program Area/Center <input type="text"/>			
				Program/Center Director <input type="text"/>			
APPOINTMENT PERIOD: FROM: 05/16/2010 TO 06/15/2010		SALARY: \$103,540.00 YR HE/HO/YE	TIME: Full-Time 1	PAYBASE CODE: (Enter num) B <small>*Base pay applies *Shift Rate</small>			
Name of Candidate: <input type="text"/> (if search is required, indicate open position) <small>Last First MI</small>							
To ensure compliance with the Federal Immigration Law, the employee must check in for payroll at the Ames Laboratory Personnel Office no later than their final day of work.							
Job Title: <input type="text"/> University ID # <input type="text"/> Employee # <input type="text"/> HI/JTA Packet is completed and attached. (Required before requisition will be processed).							
Replacing (name/termination date): <input type="text"/> New Position: <input type="text"/>							
Office Address: <input type="text"/> Office Phone: <input type="text"/> Safety Rep.: <input type="text"/>							
Evaluating Supervisor: <input type="text"/> Group/Section Leader: <input type="text"/>							
For temporary employees only: Is incumbent eligible for vacation payout upon resignation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Does not apply to D-Year Postdoctoral Research Requisites).</small>							
ADP POSITION SENSITIVITY RATING:(Check one) ADP-1 <input type="checkbox"/> ADP-2 <input type="checkbox"/> ADP-3 <input type="checkbox"/> None <input type="checkbox"/>							
AL/ISU ASSIGNMENTS							
Effective Dates: 05/16/2010 TO 06/15/2010							
% of Base	EP HHX Dist	Full Time Annual Actual	1st Month Actual	Monthly Actual	Dollar Project or ISN Fund Amt B	Dollar Org	Program Director/ Manager Name
100.0000%	100.0000%	\$103,540.00	\$9,039.21	\$8,628.33	120999,000.000.0000	1,10,780	
100.0000%	100.0000%	\$103,540.00	\$9,039.21	\$8,628.33			
Signatures Indicating Concurrence							
Supervisor Approval						Date	
Program Director Approval						Date	
Budget Office Approval						Date	
Chief Operations Officer Approval						Date	
Budget Office Signature Review						Date	
Human Resources Office						Date	

Summary New Assignment Calculation Yearly Calendar Guidance notes MORE FORMULA

Reappointment Requisition: New Salary Calculation for summer Reappointment of C-base student.

salary calculation 133_CHANGEPOINT2 revised.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

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Reset Forms

To Calc Percent Enter "P"

To Calc Dollars Enter "D"

You want to Calculate Dollars from the Percentages Entered ?

FY

2010

\$40,800.00

Salary Per Year @ 100%

\$20,400.00

Salary Per Year @ New Fractional Rate

Appointment Period

5/1/2010

to

5/15/2010

Enter "12/25/2028" for Continuous Appointment or enter the Date Appl. ends

Assigned Work Time Increase/Decrease from

1/2

to

1/2

Appointment Start/End Effective Date- 1st Month

5/1/2010

to

5/15/2010

Total FTE

1/2

Effective Date(s)

Working Days

Total Period Covered

Working Days

10

21

\$809.52

Salary for Effective Period

FTE % of Month Worked

23.8095%

Drillbit Progression

Drillbit

Annual

1st Month

Monthly

To Calculate Dollars Enter Percentage

or ISM Feed Rate

Qty

\$ Calculated

\$ Calculated

\$ Calculated

in Column G

120999.000.000.000

110.780

\$40,800.00

\$809.52

\$1,700.00

50.0000%

100.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

\$40,800.00

\$809.52

\$1,700.00

50.0000%

100.0000%

USE TABLE BELOW IF THE APPOINTMENT CHANGES MORE THAN ONCE WITHIN A MONTH

FY

2010

\$40,800.00

Salary Per Year @ 100%

\$20,400.00

Salary Per Year @ New Fractional Rate

Appointment Period

05/16/10

to

6/15/2010

Enter "12/25/2028" for Continuous Appointment or enter the Date Appl. ends

Assigned Work Time Increase/Decrease from

1/2

to

1/2

Appointment Start/End Effective Date- 1st Month

5/16/2010

to

5/31/2010

Total FTE

1/2

Effective Date(s)

Working Days

Total Period Covered

Working Days

11

21

\$890.48

Salary for Effective Period

FTE % of Month Worked

26.1905%

Drillbit Progression

Drillbit

Annual

1st Month

Monthly

To Calculate Dollars Enter Percentage

or ISM Feed Rate

Qty

\$ Calculated

\$ Calculated

\$ Calculated

in Column G

120999.000.000.000

110.780

\$40,800.00

\$890.48

\$1,700.00

50.0000%

100.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

0.0000%

\$40,800.00

\$890.48

\$1,700.00

50.0000%

100.0000%

Summary

New Assignment Calculation

Yearly Calendar

Guidance Notes

MORE FORMULAS

Formulas

Reappointment Requisition: Summary page for Summer Appointment for C-base student. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas.

salary calculation 33_CHANGEAPPOINTMENT revised.xls [Read-Only] [Compatibility Mode]

Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

RE-APPOINTMENT REQUISITION
(Use to re-appoint a current employee).

PROGRAM/CENTER: _____
PROGRAM/CENTER DIRECTOR: _____

EMPLOYEE NAME: _____
Paybase: C Univ ID #: _____ Employee #: _____

DOES PREVIOUS HIRING PACKET REMAIN ACCURATE? (if "No", new packet is required): _____

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1/2 TO 1/2
#2 SALARY INCREASE/DECREASE: FROM \$ _____ TO \$ _____
#3 EVALUATING SUPERVISOR TO: _____ GROUP SECTION LEADER TO: _____
#4 JOB TITLE: _____

AL/ISU ASSIGNMENTS

Effective Date	TO	Full Time Annual Actual	1st Month Actual	Monthly Actual	Start Point Project ISU Fund Acct \$	Start Point Org	Program Director/Manager (Name)
5/1/2018	5/15/2018	\$40,800.00	\$89.52	\$1,700.00	120999,000,000,000	1.10.730	
50,0000%	100,0000%	\$40,800.00	\$89.52	\$1,700.00			

Paybase: C

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1/2 TO 1/2
#2 SALARY INCREASE/DECREASE: FROM \$ _____ TO \$ _____
#3 EVALUATING SUPERVISOR TO: _____ GROUP SECTION LEADER TO: _____
#4 JOB TITLE: _____

AL/ISU ASSIGNMENTS

Effective Date	TO	Full Time Annual Actual	Salary 1st Month Actual	Monthly Actual	Start Point Project ISU Fund Acct \$	Start Point Org	Program Director/Manager (Name)
5/16/2018	8/15/2018	\$40,800.00	\$89.48	\$1,700.00	120999,000,000,000	1.10.730	
50,0000%	100,0000%	\$40,800.00	\$89.48	\$1,700.00			

Signatures Indicating Concurrence

Supervisor Approval	Date
Program Director Approval	Date
Budget Officer Approval	Date
Budget Officer Signature Review	Date
Human Resources Officer	Date

Summary New Assignment Calculation Yearly Calendar Guidance Not

Change Request: New Salary Calculation page for Change of Funding and Salary Increase on D-base Postdoc.

salary calculation 33_CHANGEAPPOINTMENT revised.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

1 "YELLOW CELL SHADING" INDICATES A DATA ENTRY FIELD ON THE CALCULATION SHEET AND THE SUMMARY SHEET

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4 Reset Forms To Calc Percent Enter "P" D YR HR-Hourly rate

5 To Calc Dollars Enter "D" MO-Salary Per Month

6 You want to Calculate Dollars from the Percentages Entered ? YR-Salary Per Year

7

8 FY 2010 \$37,000.00 Salary Per Year @ 100% D Pay Base Code: A B D E K P M XH XHS

9 \$37,000.00 Salary Per Year @ Non-Fractional Rate REMEMBER TO USE P11 THROUGH

10 P20 FOR ACTIONS AFFECTING EMPLOYMENT BEFORE 7/1/10

11 AND P30 TO P41 FOR ACTIONS AFTER 7/1/10 AFTER 7/1/10

12 Appointment Period 7/1/2010 to 6/30/2011 Enter "12/31/2020" for Continuous Appointment or enter the Date Appl. ends

13 Assigned Work Time Increase/Decrease from 1 to 1 Effective Date(s) Total Period Covered

14 Appointment Start/End Effective Date- 1st Month only: 7/1/2010 to 7/31/2010 Total FTE Working Days Working Days

15 1st/Last Date of 1st Month of Appointment Change 7/1/2010 to 7/31/2010 1 22 22

16 To Calculate Dollars \$3,083.33 Salary for Effective Period

17 Enter Percentage FTE % of Month Worked 100.0000%

18 Dollars \$3,083.33 Monthly Salary

19 Enter Percentage \$3,083.33 Monthly Salary at 100%

20

21 Dollars Projected or Dollars Annual 1st Month Monthly Dollars

22 or 1st/Last Date of 1st Month of Appointment Change 12/31/2010 12/31/2010 \$37,000.00 \$3,083.33 \$3,083.33 100.0000%

23 12/31/2010 12/31/2010 0.0000%

24 0.0000%

25 0.0000%

26 0.0000%

27 0.0000%

28 0.0000%

29 0.0000%

30 0.0000%

31 0.0000%

32 0.0000%

33 0.0000%

34 \$37,000.00 \$3,083.33 \$3,083.33 100.0000% #####

35

36 USE TABLE BELOW IF THE APPOINTMENT CHANGES MORE THAN ONCE WITHIN A MONTH

37

38 FY 2010 Salary Per Year @ 100% D Pay Base Code: A B D E K P M XH XHS

39 \$0.00 Salary Per Year @ Non-Fractional Rate

40

41 Appointment Period to Enter "12/31/2020" for Continuous Appointment or enter the Date Appl. ends

42 Assigned Work Time Increase/Decrease from to

43

44 Appointment Start/End Effective Date- 1st Month only: to

45 1st/Last Date of 1st Month of Appointment Change to

46 Total FTE Effective Date(s) Total Period Covered

47 0 0 0

48 To Calculate Dollars \$0.00 Salary for Effective Period

49 Enter Percentage FTE % of Month Worked #DIV/0!

50 Dollars \$0.00 Monthly Salary

51 Enter Percentage \$0.00 Monthly Salary at 100%

52

53 Dollars Projected or Dollars Annual 1st Month Monthly Dollars

54 or 1st/Last Date of 1st Month of Appointment Change 12/31/2010 12/31/2010 #DIV/0! #DIV/0! 0.0000%

55 12/31/2010 12/31/2010 0.0000%

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57 0.0000%

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59 0.0000%

60 0.0000%

61 0.0000%

62 0.0000%

63 0.0000%

64 0.0000%

65 0.0000%

66 \$0.00 #DIV/0! #DIV/0! 0.0000% 0.0000%

Summary New Assignment Calculation Yearly Calendar Guidance Notes MORE FORMULAS Formulas

Change Request: Summary page for Change of Funding and Salary increase for D-base Postdoc. Note areas that were automatically populated from *New Assignment Calculation* tab. Program Assistants need only fill in the yellow shaded areas. Salary Increase From: and To: is reflected only on Summary page.

salary calculation 33_CHANGEAPPOINTMENT revised.xls [Read-Only] [Compatibility Mode]

CHANGE REQUEST
(Use to make changes to an employee's current appointment).

PROGRAM/CENTER: _____
PROGRAM/CENTER DIRECTOR: _____

EMPLOYEE NAME: _____
Paybase: D UnivID #: _____ Employee #: _____

DOES PREVIOUS HIRING PACKET REMAIN ACCURATE? (if "No", new packet is required): _____

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM 1 TO 1

#2 SALARY INCREASE/DECREASE: FROM \$ 35,500.00 TO \$ 37,000.00

#3 EVALUATING SUPERVISOR TO: _____ GROUP SECTION LEADER TO: _____

#4 JOB TITLE: _____

AL/ISU ASSIGNMENTS

Effective Date	TO	Full Time Annual Actual	1st Month Actual	Monthly Actual	Start Point Project ISU Fund Acct \$	Start Point Org	Program Director/Manager [Name]
7/1/2010	5/30/2011	\$37,000.00	\$3,083.33	\$3,083.33	123499.000.000.0000	1.10.730	
100.0000%	100.0000%				129999.999.001.0000	1.10.730	
0.0000%	0.0000%						
100.0000%	100.0000%	\$37,000.00	\$3,083.33	\$3,083.33			

Paybase: 0

#1 ASSIGNED WORK TIME: INCREASE/DECREASE: FROM _____ TO _____

#2 SALARY INCREASE/DECREASE: FROM \$ _____ TO \$ _____

#3 EVALUATING SUPERVISOR TO: _____ GROUP SECTION LEADER TO: _____

#4 JOB TITLE: _____

AL/ISU ASSIGNMENTS

Effective Date	TO	Full Time Annual Actual	Salary 1st Month Actual	Monthly Actual	Start Point Project ISU Fund Acct \$	Start Point Org	Program Director/Manager [Name]
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
			\$DIV???	\$DIV???			
0.0000%	0.0000%	\$0.00	\$DIV???	\$DIV???			

Signatures Indicating Concurrence

Supervisor Approval	Date
Program Director Approval	Date
Budget Officer Approval	Date
Budget Officer Signature Review	Date
Human Resources Officer	Date

Summary New Assignment Calculation Yearly Calendar Guidance N

XH Requisition: New Salary Calculation page for appointing XH, casual hourly employee. Note: Estimated hours per week must be entered. Students may not exceed 20 hours total of all ISU jobs while classes are in session.

salary calculation 22_ORIGINAL APPOINTMENT XH ONLY (2).xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Security Warning: Macros have been disabled. Options...

"YELLOW CELL SHADING" INDICATES A DATA ENTRY FIELD ON THE CALCULATION SHEET AND THE SUMMARY SHEET

FY 2010 HOURLY RATE \$9.00 XHS Pay Base Code: XH XHS

Assigned Work Time - Fractional Percentage 1
If Hourly-Indicate number of hours per week 15

Enter the Date Appt. Begins Enter the Date Appt. ends
Appointment Period 8/23/2010 to 5/15/2011

Appointment Start/End Effective Dates- 1st Month only: 8/1/2010 to 8/31/2010
1st/Last date of 1st Month of Appointment Change 8/1/2010 to 8/31/2010

Total FTE 1

Effective Date(s) Working Days 22
Total Period Covered Working Days 22

To Calculate Dollars \$1,560.00 Salary for Effective Period
Enter Percentage FTE % of Month Worked 100.0000%

Deltak Project or or ISU Fund Acct #	Deltak Org	Annual Calculated	1st Month Calculated	Monthly Calculated	In Column H Below
123999.000.0000	110.780	\$18,720.00	\$1,560.00	\$1,560.00	100.0000%
					0.0000%
					0.0000%
					0.0000%
					0.0000%
					0.0000%
		\$18,720.00	\$1,560.00	\$1,560.00	100.0000%

\$1,560.00 Monthly Salary
\$1,560.00 Monthly Salary at 100%
18,720.00 Rounded Annual Salary at 100%

Summary New Assignment Calculation Yearly Calendar Guidance notes MORE FORMULA

XH Requisition: Summary page for appointing XH, casual hourly employee.

salary calculation 22_ORIGINAL APPOINTMENT XH ONLY (2).xls [Read-Only] [Compatibility Mode] - Micros

Security Warning Macros have been disabled. Options...

Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

XH PERSONNEL REQUISITION
(Use for initial hiring of XH employees only).

Requisition Prepared By: _____
Program Area/Center: _____
Program/Center Director: _____

APPOINTMENT PERIOD: 8/23/2010 to 5/15/2011
SALARY: \$9.00 PER HR
TIME: (Specify) 15.00
PAYBASE CODE: (Enter mms) XHS

Name of Candidate: _____ (if search is required, indicate open position)
To ensure compliance with the Federal Immigration Law, the employee must check in for payroll at the Ames Laboratory Personnel Office no later than their first day of work.

Job Title: _____ University ID #: _____ Employee #: _____
H/JTA Packet is completed and attached. *(Required before requisition will be processed).*

Replacing (name/termination date): _____ New Position: N
Office Address: _____ Office Phone: _____ Safety Rep.: _____
Evaluating Supervisor: _____ Group/Section Leader: _____

ADP POSITION SENSITIVITY RATING:(Check one)
ADP-1 ☐ ADP-2 ☐
ADP-3 ☐ None ☐

ALISU ASSIGNMENTS
Effective Dates: 8/23/2010 to 5/15/2011

% of Base	Estimated Hours per Week	Rate Per Hour	Deltek Project or ISU Fund Acct	Deltek Org	Program Director/ Manager (Name)
100.0000%	15.0	\$9.00	123333.000.000.0000	1.10.780	
100.0000%	15.0				

FOR ACCOUNTING PURPOSES ONLY
Effective Dates: 8/23/2010 to 5/15/2011

EP 188X Dist	Full Time Annual Salary	1st Month Salary	Monthly Salary	Deltek Project or ISU Fund Acct #	Deltek Org
100.0000%	\$18,720.00	\$1,560.00	\$1,560.00	123333.000.000.0000	1.10.780
100.0000%	\$18,720.00	\$1,560.00	\$1,560.00		

Signature Indication Concurrence

Supervisor Approval	Date
Program Director Approval	Date
Budget Office Approval	Date
Chief Operations Officer Approval	Date
Budget Office Signature Review	Date

Summary New Assignment Calculation Yearly Calendar Guidance notes MORE

AL-473 Foreign Visits and Assignments Form

All employees or associates who are not U.S. Citizens must have a completed AL-473 Foreign Visits and Assignments Form on file in Human Resources. Information on the form must be current and the visitor should supply the Program Assistant with their personal information and visa/passport information. The visa number is the 11-digit I-94 number. Beginning in 2013, actual cards were no longer printed at ports of entry. Individuals who are currently in the US or new entries to the US may go to the website: <https://i94.cbp.dhs.gov/i94/reequest.html> and print their own I-94 sheet with number on it. The duration of the appointment on the AL-473 form cannot exceed the visa end date. Once the form is completed, it is signed by the Program Director for the research area, then routed to the Ames Laboratory Director's office for the signature of the Chief Operations Officer. This form must be approved prior to the individual beginning work.

Employees must show original visa, passport, I-94 number and any duration of stay documents (i.e.: DS-2019, I-20, I-797, etc) in the Human Resources office before they are given the check in packet.

Visitors to the Ames Laboratory who are not U.S. Citizens must also have a completed AL-473 before they may visit the Ames Laboratory. Visitors should be brought to the Ames Laboratory Human Resources office as soon as they arrive on-site to check in. Visitors need to show visa, passport, I-94 # and any duration of stay documents (i.e.: DS-2019, I-20, I-797, etc). If the visit is two weeks or more, a corresponding Associateship Form should be completed. Please refer to the section on Associateship Forms for further information.

All foreign national visitors to campus are also required to check in at the ISU International Student and Scholars Office in Room 3248 of the Memorial Union. This office checks visa documents, assures health insurance coverage, provides work authorization (Form I-9), and many other services/information specifically for foreign visitors. Unpaid Scholars (includes Scholars on a stipend or per diem) 8:45am on Mondays, Tuesdays, Thursdays & Fridays. Paid Scholars (on the ISU payroll) 10:15am on Mondays, Tuesdays, Thursdays & Fridays. New employees will be given an appointment time by Human Resources when they report for check in.

Additional information regarding the Foreign Visits and Assignments Plan may be found under Ames Lab Documents, <https://www.ameslab.gov/content/foreign-visits-and-assignments-plan> 40000.003: Foreign Visits and Assignments Plan.

Associateship Appointments

The Ames Laboratory [Associateship form](#) authorizes individuals who are not on pay with the Ames Laboratory to utilize the facilities and services. Associateship forms can be for any length of time up to a maximum of two years and detail the individual's affiliation with the lab and the research project they are observing and contributing to.

The Associateship form is also used to keep an employee affiliated with the Ames Laboratory if they are temporarily transferred to another funding source. If a person is not set up as a paid employee or an Associateship form is not on file, Human Resources will contact the individual to complete check out or contact the program area requesting them to complete an Associate form.

Reminder notices on Associateship forms expiring are sent out from Human Resources one month prior to expiration. If a renewal is intended, the new form must arrive in Human Resources prior to the expiration date of the current appointment. For associates that will not be renewed, it is the responsibility of the supervisor/program area to notify the associate of the need to check out and to ensure check out is completed.

Additional information regarding Associateship status may be found under Ames Lab Policies and Procedures, <https://www.ameslab.gov/procedures/appointment-non-salaried-associates> Procedure 48200.001: Appointment of Non-Salaried Associates.

Visa Types and Request Procedures

All non-U.S. Citizens must have valid visa authorization to work in the U.S. Visa documents are issued by the U.S. Consulate offices after individuals present documents prepared by ISU, and follow the procedures and background checks required by their country of origin.

Any individual in Ames Laboratory buildings or laboratory space is required to have a proper working visa in hand. Ames Laboratory/ISU does not have “volunteer” positions; therefore, everyone is required to possess proper documentation to work.

Working visas and subsequent documentation include:

- F-1 Student Visa – Valid I-20 listing Program of Study and completion time.
- J-1 Scholar Visa – Valid DS-2019 outlining duration of stay.
- H-1 Speciality Occupation Visa – Valid I-797 outlining duration of stay.
- EAD Card – Employment authorization for OPT or other status.
- Permanent Resident Card: Commonly referred to as Green Card.

To receive authorization to work at Ames Laboratory/ISU, new employees must go to the International Students and Scholars Office, Room 3248 Memorial Union, to meet with an advisor and complete an I-9 form. The ISS office is responsible for all foreign nationals on campus, employees and visitors, and must validate visa documents, health insurance, etc. I-9 forms for Permanent Resident Aliens may be completed in Ames Laboratory Human Resources.

To obtain visa information and make a request for Ames Laboratory to request a J-1 or H-1 visa for a new employee or visitor, complete the AL-473 form in its entirety and put an “X” in the box for HR to request a visa. Process a Personnel Requisition or Ames Laboratory Associate form based on whether the appointment is paid or unpaid. Receipt of these two documents will open the lines of communication between the program assistant, HR and the scholar. Human Resources will make the request in the ISU on-line system once they receive all the information needed, and the individual will be notified of access and instructions to complete their personal information. Once approvals are obtained, Human Resources will issue an offer to the scholar and send them the documents they need to make application to their consulate for their US entry visa. Upon arrival, the scholar will need to check in at Human Resources.

Requests for visas must be accompanied by appropriate fees. Due to the changing schedule of fees, please contact Human Resources for current information regarding fees before initiating “Request for Checks” memos to the Ames Laboratory Accounting Office.

Graduate Research Assistantships and Tuition Support

A graduate assistant (GA) performs duties that contribute significantly to their graduate education. Students holding assistantships are considered to be in training, not employees, and the graduate assistantship is a form of student aid that combines training with a stipend. The standard appointment is 1/2-time with 20 hours per week spent on assistantship duties. Students selected to teach or to perform research that is part of their educational program should be appointed as graduate assistants, **not** as hourly employees, unless those duties do not involve ISU facilities or faculty supervision.

Graduate assistants with an appointment of one-quarter time or more are assessed resident tuition for each term they hold an assistantship. ISU policy provides that Master's candidates receive a 50% tuition scholarship award and that Ph.D. students receive 100% tuition scholarship. These amounts are split between the employing department and the academic home/college. Ames Laboratory, by virtue of the operating contract between DOE and ISU, may pay up to half of the tuition for a Ph.D. student and one-fourth of the tuition for a MS student. Program Assistants should contact the appropriate academic department to determine if a student is MS or PhD level prior to initiating the tuition memo to Human Resources.

Assistantship appointments by the Ames Laboratory may be made by the semester or by the academic year dependent upon funding. Graduate assistants who are on appointment for 3 months or more during each semester and 6 weeks during the summer will receive tuition scholarship credit. Deadlines for appointment processing are set by the Graduate College and communicated by Human Resources as soon as they are known. Appointment paperwork must be processed well in advance of the ISU billing date (normally 6-8 weeks prior to the beginning of the new term) to allow time for preparation of the Letter of Intent (LOI), and to allow time for the student to come in and sign the form. No payroll or tuition may be entered into the ISU system until the student has come in to sign their LOI. When working with academic departments on appointments, program assistants need to communicate the unique processes/procedures for using DOE funding and ask departments not to make any adjustments to Ames Laboratory tuition payments or funding without first contacting them.

Eligibility for Graduate Research Assistantship concludes on the final day of classes for the term if the student is graduating with their Ph.D. In the case of foreign nationals, this is also the date that their visa expires and they are no longer legally able to work or access Ames Laboratory space without a change in visa status. Foreign nationals planning to graduate may apply for Optional Practical Training (OPT) on their F-1 visa by meeting with an International Student Advisor in the Memorial Union. OPT allows a student to continue "in training" in their field of study and work as a Postdoc. Advance planning is required on the part of the student if this is their choice. OPT applications typically take two months or more for approval. If the student does not have their OPT card in hand and valid work authorization (I-9 form), they may not work beyond the last day of the semester, and will be required to check out of the Ames Laboratory.

ISU Classification & Hiring System

All Permanent, Term and Temporary Professional and Merit positions at Ames Laboratory are processed through the ISU Classification & Hiring system. A Personnel Requisition must be processed for any open position. Ames Laboratory HR will work with the hiring program/supervisor to complete necessary Position Descriptions and recruitment information. Open positions are listed on www.iastatejobs.com. Advertising requirements vary based on position type and level. Human Resources can provide information regarding required advertising/postings requirements. Ames Laboratory Human Resources will work with the program and supervisor to determine appropriate recruitment sources beyond the ISU Job Opportunities web page. Ames Laboratory Human Resources will place the recruitment announcements. Any cost will be the responsibility of the hiring department.

Once applications are received or the application deadline has passed, Ames Laboratory Human Resources will provide hiring managers a “guest” logon to access the applicant pool for the position. Applications must be reviewed and matched with qualifications listed in the job announcement, and matrixed accordingly. The matrix must be submitted to Ames Lab HR for review and submission to ISU. Once the matrix is approved by ISU, interviews may be scheduled.

The hiring manager or program assistant will need to contact Ames Laboratory Human Resources once they have chosen a candidate. Human Resources will then work with them to obtain ISU approval for the hire. Once the approval is granted, Human Resources will issue an official offer of employment and a Letter of Intent will be sent to the candidate via the hiring system. Hiring managers and program assistants will receive copies of the offer and should assure that deadlines for returning documents are met.

Check In Process

New employees are instructed to complete check in on or before their first day of work in Human Resources and provide proper identification to complete the I-9 form. Common forms of identification submitted are: driver’s license and original social security card or birth certificate; or a U.S. passport. New employees wanting to expedite the check in process may download the check in forms and payroll packet from the New Employee Forms page, <https://www.ameslab.gov/operations/human-resources/new-employee-forms>, and bring their completed forms with them on their first day. (Associates need not complete the ISU Payroll packet).

HR staff will check forms for completeness and assign an employee number. Instructions for badges, ISU cards, ameslab.gov e-mail accounts, and training will be given to the employee at this time. If a new employee does not have the required information to complete the forms, access to Ames Laboratory services and getting ISU payroll established will be delayed. It is helpful if the hiring manager or program assistant remind new employees of the items/information that will be needed when they report for work; this way critical services such as door access cards will not be delayed and hinder a new employee’s ability to work on their first day.

Check Out Process

Every employee is required to complete check out upon the completion of their appointment at the Ames Laboratory. Supervisors and/or Program areas should direct employees to begin check out at Human Resources approximately two

weeks **prior to** the end of their appointment. Human Resources staff will print a check out sheet off the database for the individual employee to sign certifying their last day of work, and instruct the employee on the signatures needed. Employees may return their Ames Laboratory Badge when they present for check out, or when they return their signed check out sheet. The purpose of check out is to ensure that all Ames Laboratory property is returned and accounted for, and that services are discontinued. For the majority of employees, check out takes approximately ten minutes to complete.

If an employee does not come in to complete check out, Human Resources staff will contact the Supervisor/Program Assistant to have them complete the process on behalf of the employee. If the employee has left ISU with their badge, keys, or other Ames Laboratory property, the Supervisor or Program Assistant is responsible for contacting the employee to coordinate their return. It is strongly suggested that groups implement their own method of ensuring employees handle check out prior to leaving the Ames Laboratory. For the official Check-in and Check-out Plan 48200.003 see the following link. http://www.ameslab.gov/files/documents/plan_48200.003_rev1.pdf

Signature Authority

Program Assistants typically have signature authority either for the Program Director or in the absence of the Program Director. Delegation of signature authority is done via memo by the Program Director. All administrative offices are included in the routing of the memo. The Program Director must specifically state what areas they are authorizing: (i.e.: Travel, Personnel Requisitions, Credit Card, Timesheets, Work Orders, etc.), and the associated projects. A dollar limit may also be imposed allowing signature up to a certain amount.

Administrative Computing Services

New Program Assistants will need to complete the Information Systems Request for Administrative Applications form to establish access to the Ames Lab business system. A Program Assistant or Administrative Specialist normally needs access to the following:

- Cognos 8 – AIM, Business Administrator folder, as a Business Administrator.
- Deltek Timekeeping – Time entry and approval, as a user and/or approver.
- Deltek Travel – TCE, as a user
- Costpoint Credit Cards - Procurement Planning Requisitions, as a user and/or approver.

Appendix

Notes:

1. If any Ames Lab funding is involved, an AL requisition must be routed for signature.
2. 473's must contain current visa information based on student presenting them to program designee.
3. Individual Tuition Support Memos should be attached to AL requisitions for C base employees.
4. All new employees must check in at 105 TASF on or before their first day of work.
New to ISU payroll must present 2 acceptable forms of ID on or before their first day of work ie: drivers license, social security card.

Abbreviation/Definition
AL HR Ames Lab Human Resources
AL HR Check In AL HR Check-in - Individual must check in
AL Req Ames Lab Personnel Requisition Form
EPA Electronic Personnel Action (ISU)
LOI Letter of Intent
473 Applicable for AL funding or if researcher resides in AL space.
I-9 Work Authorization Form
ISS International Students and Scholars Office

New to AL/IPRT		Program Asst. or Academic Dept. Prepares				AL HR Check-in	Additional Requirements/Notes
Base - Type	AL Req	473	LOI	EPA	Tuition Support Memo	AL HR Check-in	Additional Requirements/Notes
A - Faculty	Orig Hire	Yes	No	No	N/A	Yes	see criteria for 473
A - Visiting Scientist	Orig Hire	Yes	No	No	N/A	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US citizen.
B - Faculty	Orig Hire	Yes	No	No	N/A	Yes	see criteria for 473
C - RA, US Citizen	Orig Hire	No	No	No	Yes	Yes	
C - RA, Non - US Citizen	Orig Hire	Yes	No	No	Yes	Yes	see criteria for 473
D - Post Doc, US Citizen	Orig Hire	No	No	No	N/A	Yes	AL HR prepares official offer & LOI.
D - Post Doc, Non - US Citizen	Orig Hire	Yes	No	No	N/A	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US citizen & brought to AL HR. See criteria for 473.
E - Merit	Orig Hire	N/A	No	No	N/A	Yes	
P - P & S, US Citizen	Orig Hire	Yes	No	No	N/A	Yes	AL HR prepares official offer & LOI.
P - P & S, Non - US Citizen	Orig Hire	Yes	No	No	N/A	Yes	AL HR prepares official offer, LOI & visa paperwork (if non US citizen). I-9 is done at ISS if non US Citizen & delivered to AL HR. See criteria for 473.
XH or XHS- Casual Hourly	XH Hire	Yes	N/A	N/A	N/A	Yes	see criteria for 473

RENEWAL/REAPPOINTMENT		Program Asst. or Academic Dept. Prepares					Additional Requirements/Notes
Base - Type	AL Req	LOI	EPA	Tuition Support Memo	AL HR Check-In		
A - Visiting Scientist	Chg/R reapp	No	No	N/A	No	Two year limitation	
B - Faculty	Chg/R reapp	N/A	No	N/A	No		
C - RA, US Citizen	Chg/R reapp	No	No	Yes	No		
C - RA, Non - US Citizen	Chg/R reapp	No	No	Yes	No		
D - Post Doc - US Citizen	Chg/R reapp	No	No	N/A	No	Five year limitation	
D - Post Doc - Non US Citizen	Chg/R reapp	No	No	N/A	No	Five year limitation, new I-9 prepared for each renewal	
P - P & S Term, US Citizen	Chg/R reapp	No	No	N/A	No		
P - P & S Term, Non - US Citizen	Chg/R reapp	No	No	N/A	No		
XH or XHS - Casual Hourly	Chg/R reapp	N/A	N/A	N/A	No		

Changes in Funding/Splits		Program Asst. or Academic Dept. Prepares					Additional Requirements/Notes
Base - Type	AL Req	LOI	EPA	Tuition Support Memo	AL HR Check-in		
A - Faculty	Chg Req	N/A	No	N/A	No		
A - Visiting Scientist	Chg Req	N/A	No	N/A	No		
B - Faculty	Chg Req	N/A	No	N/A	No		
C - RA, US Citizen	Chg Req	N/A	No	N/A	No	Tuition must follow payroll commitments.	
C - RA, Non - US Citizen	Chg Req	N/A	No	N/A	No	Tuition must follow payroll commitments.	
D - Post Doc - US Citizen	Chg Req	N/A	No	N/A	No		
D - Post Doc, Non - US Citizen	Chg Req	N/A	No	N/A	No		
E - Merit	Chg Req	N/A	No	N/A	No		
P - P & S, US Citizen	Chg Req	N/A	No	N/A	No		
P - P & S, Non - US Citizen	Chg Req	N/A	No	N/A	No		
XH or XHS - Casual Hourly	Chg Req	N/A	No	N/A	No		